

CIA INTERNAL USE ONLY

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 9 AUG 1960

ATTN : 

FROM : Chief, Supply Division/OL

SUBJECT: Utilization of Expendable Supplies

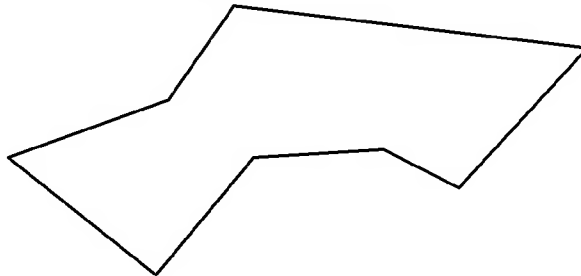
1. Confirming oral conversation between  of your Staff and  OL/SD/ICB on 8 August 1960, attached are twenty samples each of bond, duplicating, thermofax, and tissue paper that there have not been any issues of for the past several months.

2. Your review and recommendations are requested concerning Agency utilization or disposal of these particular items.

Attachment

Distribution:

Orig & 1 - Addressee  
1 - OL/SD/ICB



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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Supply Division

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, Records Mgt Staff

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